

# Academic Coordinator – Department of Computer Science, Data Science, and Engineering

DIS Copenhagen is hiring a coordinator to support the Department of Computer Science, Data Science, and Engineering. The coordinator will also work with the Central Academic Administration to support the Faculty Help Desk.

Primary responsibilities

Department of Computer Science, Data Science, and Engineering

- Collaborate closely with the Department Director to streamline processes and to develop and implement departmental projects and curricular initiatives.
- Provide administrative and logistical support for courses in Computer Science, Data Science, and Engineering.
- Support the planning and execution of field studies, study tours, workshops, and social events within the department.
- Communicate and collaborate with faculty in the Department to ensure they receive appropriate administrative support.
- Participate in the recruitment and onboarding of new faculty members.
- Co-lead DIS study tours in Denmark and other locations in Europe.

Faculty Help Desk and Central Academic Administration

- Provide in-person ad hoc faculty support through staffing of the Faculty Help Desk (part-time). The Faculty Help Desk supports faculty across all academic programs both in-person, and through email and phone.
- Drive continuous improvements of the Faculty Help Desk support.
- Collaborate with other program coordinators and academic staff across departments to improve and align shared processes, some related to the Faculty Help Desk support.

Professional competencies and skills

- Degree in a relevant field, preferably Computer Science, Data Science, or Engineering.
- Experience in coordination and administration, preferably within higher education.
- Strong organizational and multitasking skills with exceptional attention to detail.
- Excellent communication and interpersonal abilities, with demonstrated cross-cultural sensitivity.
- Proactive and service-oriented mindset. Enjoy supporting faculty.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Proficiency with digital tools (e.g., Microsoft Office, LMS platforms such as Canvas).
- Interest in STEM disciplines (with particular focus on computer science, data science and engineering), higher education, and international exchange.
- Motivation to improve workflows and enhance efficiency.
- Fluency in English (written and spoken).

What we offer

There are many compelling reasons to join DIS, including ...

- Work in an international and enthusiastic academic environment that values cross-cultural understanding, teamwork, and innovation.
- Opportunities to develop processes, contribute ideas, and make a real impact.
- Work that combines strategic responsibilities with hands-on coordination.

Application process

Please submit your CV and application letter, addressing the professional competencies above, in English. Applications will be processed as they are received.